



WINDHAM COUNTY SHERIFF'S DEPARTMENT

Keith D. Clark, Sheriff
PO Box 266, Newfane VT 05345
Tel: (802) 365-4942
Fax: (802) 365-4945



NOTICE AGAINST TRESPASS

NOTICE RECIPIENT

Name: _____ Date of Birth (if known): _____

You are hereby notified: Pursuant to Title 13 Vermont Statutes Annotated Section 3705, not to enter or remain on the property lawfully possessed by:

Property Owner/Resident/Manager/Agent: _____

Which consists of: _____

Located at: _____ in the Town of _____.

You are further notified that a violation of this "Notice Against Trespass" may result in imprisonment or fine. Also, be advised if you are apprehended at the above described place or property by a law enforcement officer, you may be subject to immediate arrest and/or imprisonment.

Expires one year from date of issue unless otherwise specified: _____

On this _____ day of _____, 20____

Signature of Complainant

Notary Public

Date of Complaint

(If served by a Law Enforcement Officer)

I acknowledge receipt of a copy of this "Notice Against Trespass."

Signature of Notice Recipient

Signature of Law Enforcement Officer

Date of Service: _____

Time of Service: _____

INSTRUCTIONS

- 1) If not associated with a criminal complaint, service must be attempted by certified mail, return receipt requested before Law Enforcement will attempt to serve.
- 2) Complainant should be provided/take three (3) copies of order and fill them out. Do NOT sign any of the copies until in the presence of a Notary Public.
- 3) Mail one (1) of the copies by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, to the person whom you want the warning issued. Keep two (2) copies in your possession at this time.
- 4) When the green CERTIFIED MAIL RECEIPT is returned to you by the Post Office, bring the receipt and an ORIGINAL signed copy of the Trespass Letter to the Sheriff's Office (Main Office or Vernon Division).
- 5) The Trespass Letter is considered to be in effect as of the time the original copy and the certified mail receipt are returned to the Sheriff's Office.
- 6) If the letter was not accepted by mail, bring the letter, Post Office documentation and the two remaining copies to the Sheriff's Office (Main Office or Vernon Division) and an attempt to serve the paperwork will be made.